

Project Progress Report

Project Name: Travel & Expense Management Project (TEMS)

Reporting Period: From: Feb 1, 2006 To: Feb 28, 2006

Audience: Sadie Hawkins (Sponsor), Allen Schmidt (Business Manager), TEMS Steering Committee

Schedule Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-time; Yellow = project is 10% behind schedule; Red = project is more than 10% behind schedule or a significant risk has arisen that could cause failure of the project)

Budget Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = project is on-budget; Yellow = project is 10% over budget; Red = project is more than 10% over budget or a significant risk has arisen that could cause failure of the project)

Risk Status: ☒ **GREEN** ☐ **YELLOW** ☐ **RED**

(Green = no new risks; Yellow = new risks are level 6 or less; Red = new risks are level 9)

Project Phase:

Phase Status

- ☒ Feasibility Study
☐ Implementation Phase
☐ Project Initiation
☐ Project Planning
☐ Project Execution and Control
☐ Project Closure

In Process

Phase Deliverable

Deliverables for this phase are:

Software Requirements Specification for the Travel & Expense Management System (done)
 Conceptual Approach (done)
 Alternatives Analysis (in progress)
 Cost Benefit Analysis (in progress)
 Risk Assessment
 Alternatives Recommendation (in progress)
 Implementation Plan for next Phase
 Approved Project Charter & Project Plan for the Implementation Phase

Achievements

Alternatives Assessment:

- Demonstrations from two vendors representing the Commercial Off-the-Shelf and Application Service Provider alternatives.
- Demonstration from SAP representing the Enterprise Resource Planning alternative.
- Team completed functional and technical assessments of the products.

Cost Benefit Analysis:

- Team received cost estimates from vendors and prepared estimated for all alternatives.
- Team documented assumptions made in the cost comparison analysis.
- Team documented pros and cons/benefits for each alternative.

Recommendation:

- Team considering various alternative recommendations.

Objectives for the next reporting period

Complete the alternatives assessment, cost/benefit analysis, and recommendation.

Schedule

On schedule with re-based milestones.

- Milestone 2: Done on time. Finish Conceptual Approach: January 23, 2006
- Milestone 3: Select Best Alternative: March 17, 2006
- Milestone 4: Prepare Implementation Plan: April 14, 2006.

Budget

Original estimate was about 3,000 hours effort for the Feasibility Phase - Sept. 2005 through mid-February 2006. The Conceptual Approach should add about 800 more hours .

Estimated hours through December 31 was 2,223. Actual hours through December 31 was 2,121.

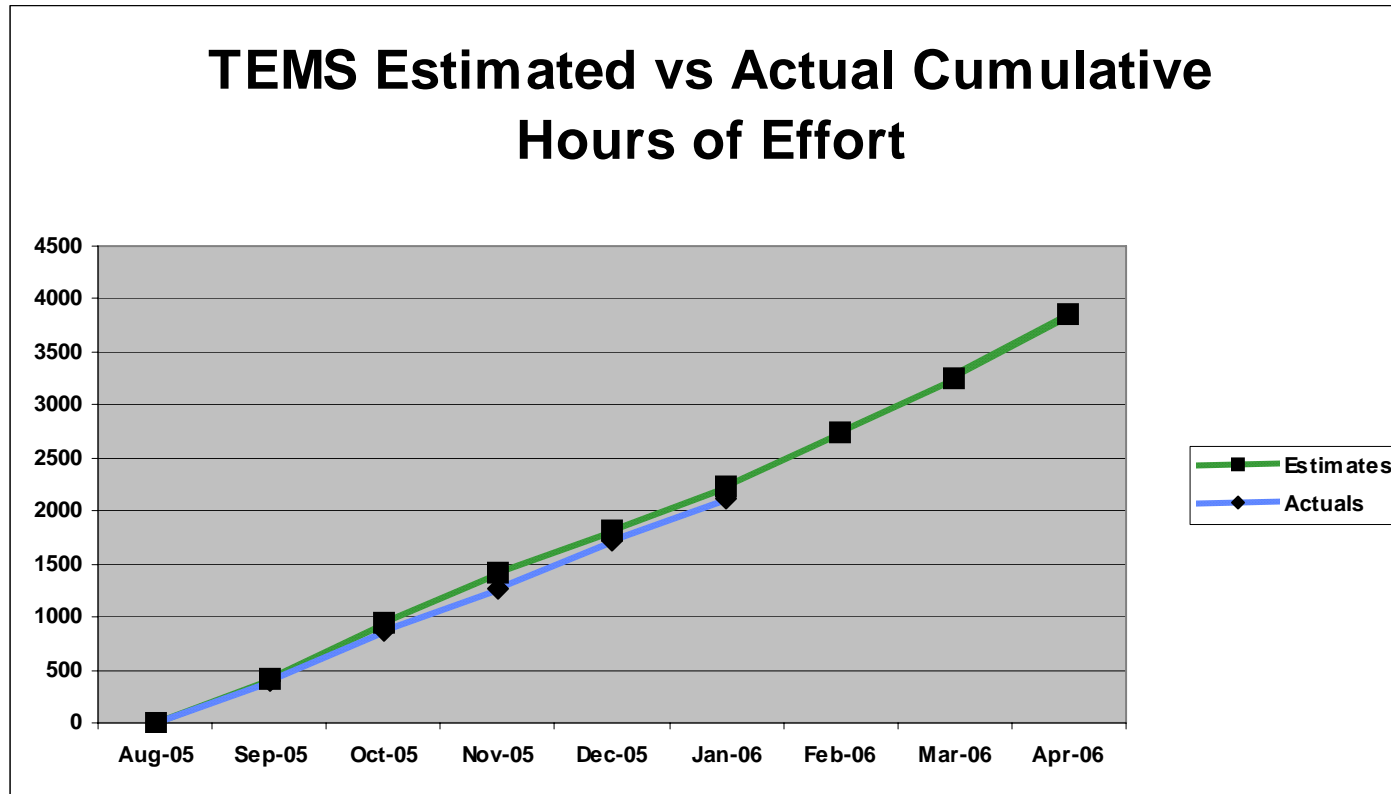
Issues

No new major issues at this time.

Risks

Newly discovered or re-arisen, including Risk Severity Indicator
No new risks at this time.

Progress Summary



Event	Effort				Schedule					
	Original Estimate	Actual (Jan. 31, 2006)	Estimate to Complete	Variance	Original Start Date	Revised Start Date	Actual Start Date	Original End Date	Revised End Date	Actual End Date
Feasibility Study	3000	2121	1742 (revised total 3800)	NA	Kickoff: Sept. 8, 2005	NA	Sept. 8 2005	Feb. 22, 2006	Apr 14, 2006	
Milestone 1 (Requirements & Viable Alternatives)	1423	1263	0	(160)	Sept. 8 2005	NA	Sept. 8 2005	Nov. 22, 2005	Nov. 28, 2005	Nov. 28, 2005
Milestone 2 (New) Conceptual Approach	800	648	0	(152)	Dec. 1, 2005	NA	Dec. 1, 2005	Jan.23, 2006	NA	Jan. 23, 2006
Milestone 3 (Recommended Alternative)	1025	210	815		Nov. 29, 2005	Jan. 23, 2006	Jan. 24, 2006	Jan. 16, 2006	Mar. 17, 2006	
Milestone 4 (Start Implementation Phase)	552		552		Jan. 17, 2006	Mar. 18, 2006		Feb. 22, 2006	Apr 14, 2006	